



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

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<http://www.orport.ang.af.mil/>

BRAC affected units strongly encouraged to apply

Announcement #AR06-081

TRAINING SPECIALIST

Statewide Army Technician Vacancy Announcement

Open Date: 7 June 2006

Closing Date: **29 June 2006**

Series/Grade: GS-1712-11

Salary Range:

\$54,115 - \$70,353 Per Yr

OAOC: 01A

PD#: R8634

WO MOS: 011A

Location: DCSOPS, Salem, Oregon

Type of Appt: Excepted **X** Officer **X**

PCS: **PCS not authorized.**

Minimum Grade: 1LT

Maximum Grade: Major

Areas of Consideration:

First Area: Current permanent full-time technicians of the Oregon ARNG.

Second Area: Current Members of the Oregon ARNG.

Third Area: Individuals of Oregon BRAC affected units eligible to become members of the Oregon Army National Guard.

Summary of Duties:

The primary purpose of this position is to prepare training plans, methods of operations, and to provide staff level planning and assistance to ensure that the required training and readiness objectives are achieved. Incumbent develops short and long term training plans (5 years and more) for the state. Reviews and analyzes regulations, directives and documents of higher, lower and adjacent headquarters to ensure training objectives

are identified and met. Evaluates plans to ensure compliance with training regulations, guidance and policies. Identifies weakness and problem areas in training plans, Forces Command (FORSCOM) 1Rs (evaluation of training activities) and schedules. Evaluates units overall effectiveness to accomplish the ARNG mission. Recommends and develops solutions, procedures or alternatives to accomplish training objectives and goals. Provides guidance and assistance to major commands regarding readiness, plans and schedules, develops transportation and support requirements for military airlifts necessary for mission accomplishment, and provides advice to subordinate commands on military operations.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Experience that provided evidence of the ability to instruct students in the use of equipment, principles, or practices of subject or occupation. This experience may have been gained as a teacher or instructor; in on-the-job supervision or instruction of subordinates or fellow workers; or in work involving application of principles, practices, and techniques of the occupation or subject matter field of the position to be filled.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-11** level must have **36 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Ability to develop, administer and evaluate specific plans and projects from start to finish.
2. Ability to develop classroom curriculum.
3. Ability to be an effective instructor in a classroom setting.
4. Skill in conducting briefings with audiences made up of Officer Candidates, School Administrators, and Senior ranking officers in the National Guard.

Substitution of Education for Specialized Experience

Undergraduate and Graduate Education: Major study-education or a subject area related to the position to be filled.

Special Information

Unit of military assignment is DCSOPS **OAOC:** 01A **WO MOS:** 011A. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Your comprehensive resume or OF 612 (Optional Application for Federal Employment) must contain:

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:
Name, city, and State (ZIP Code if known)

Colleges and universities:
Name, city, and State (ZIP Code if known)
Majors
Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 -

12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%